FI$Cal

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Interface & Conversion Session #2

R18 Departments

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Agenda

Interfaces

Conversions

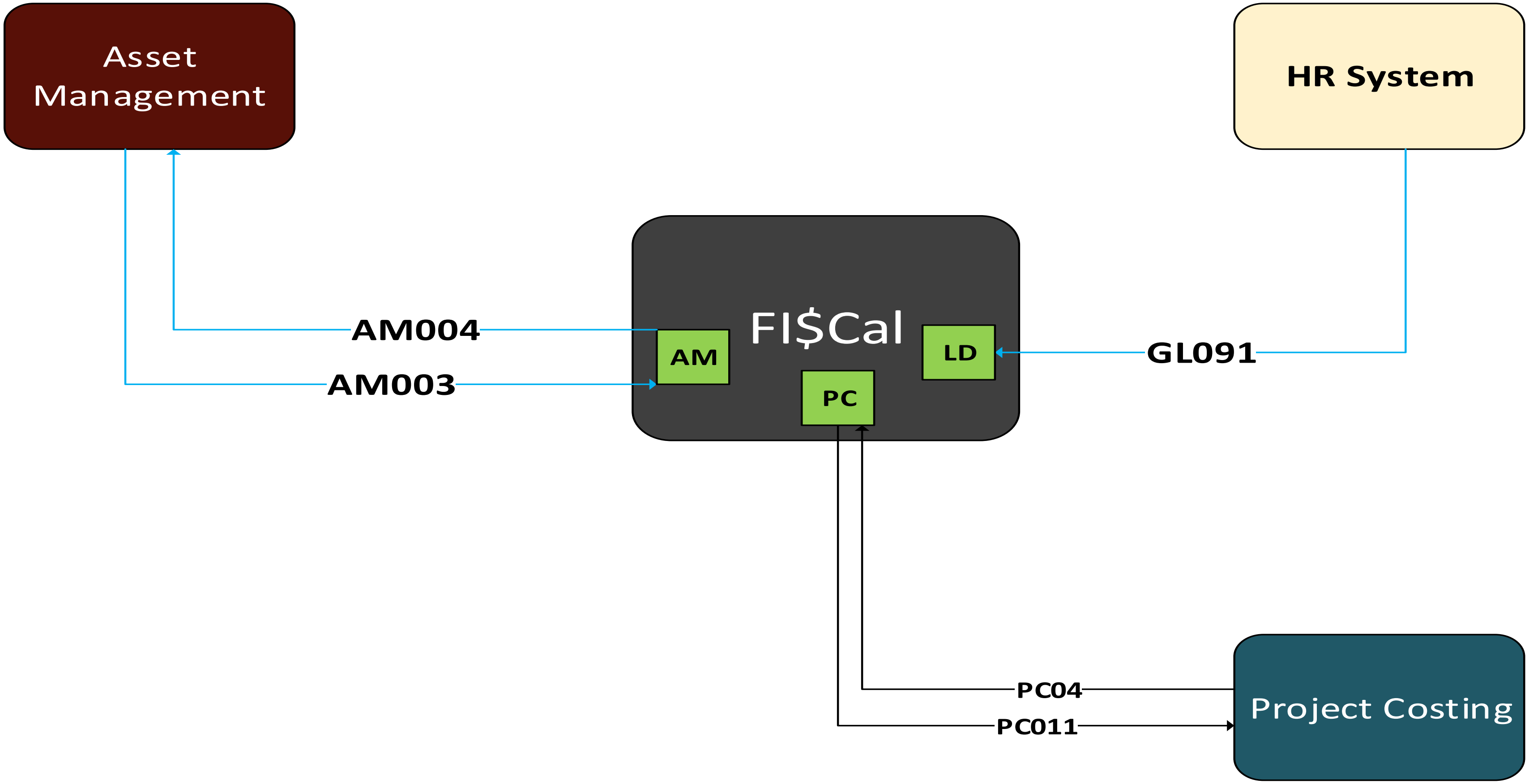
Interfaces

- An interface is an automated mechanism through which systems exchange information to add, update, or delete data.
  - Manual interventions such as direct entry, reports, and queries are not considered interfaces

To-Be Diagram

- A ‘To-Be’ diagram captures all of the new integrations/systems that will replace any legacy systems as well as any Departmental systems that still need to be maintained after transition to FI$Cal
- The diagram also displays outbound and inbound interfaces to represent the flow of data between two or more systems

To-Be Example



Available AM Interfaces

Direction	Module	Interface ID	Name	Description
Inbound	AM	INFAM003	Inbound Add/Update Asset Information and Asset Transactions	Adds/Updates asset info and transactions from legacy asset systems to FI$Cal.
Outbound	AM	INFAM004	Outbound Assets Transactions Interface	Extracts asset data from FI$Cal to load into external legacy systems.

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INFAM003 – Inbound Add/Update Asset Information and Transaction Interface

- Interface allows Departments to add or update asset information and transactions (add, adjustment, transfer, and retire) from a Departmental system into FI$Cal, including:
  - Additions
  - Intra-Unit Transfer
  - Re-categorization
  - Cost Adjustments
  - Physical Asset updates
  - Asset Book Change
  - Retirement of assets
- Interface contains the following types/levels of information:
  - Asset ID and Description, Tag and Serial Numbers, Type and Sub Type, Category, and Profile ID
  - Asset Acquisition Details
  - Asset Cost and Depreciation amounts
  - Asset Accounting Details

INFAM004 – Outbound Assets Transactions Interface

- Interface allows Departments to send asset transactions information contained in FI$Cal to Department systems on an ad hoc basis
- Interface contains the following types/levels of information:
  - Asset ID and Description
  - Asset Status, Type, and Subtype information
  - Asset Location and Area ID information
  - Asset PO, Voucher and/or Receiver information
  - Asset Transaction Type, including:
    - Additions
    - Adjustments
    - Retirements
    - Reinstatements
    - Inter-Unit Transfers
- Depreciation transactions will not be included in the interface

Available AP Interfaces

Direction	Module	Interface ID (RICEF)	Name	Description
Inbound	AP	INFAP006	Inbound Vouchers	Loads departmental expenditure data related to supplier information, ChartField data, amount, payment method, and payment issued date from legacy system to FI$Cal. This interface will not be used for procurement or journal vouchers.

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INFAP006 – Inbound Vouchers Interface

- Interface allows Departments to load supplier invoices from a Departmental system as vouchers into FI$Cal
- Interface captures departmental expenditure data related to supplier information, ChartField data, amount, payment method, and payment issued date
- Interface contains the following levels/types of information:
  - Voucher Header information, including:
    - Voucher Style – Regular or Single Pay
    - Invoice Details
    - Supplier Details
    - Payment Terms Details
  - Voucher Lines(s) information with line amount for each line
  - Voucher Accounting Details
- Interface will not be used for procurement or journal vouchers

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Available AR Interfaces

Direction	Module	Interface ID (RICEF)	Name	Description
Inbound	AR	INFAR005	Inbound Billable Charges and Invoice Adjustments	Loads billing information from legacy systems into FI$Cal's Billing module. Also allows departments to identify and send invoice adjustments from their legacy systems into the FI$Cal Billing Module.
Inbound	AR	INFAR006	Inbound Interface AR Items from External Systems	Loads open Accounts Receivable (AR) items into FI$Cal. Items will be loaded as external pending items in the AR module.
Outbound	AR	INFAR007	Outbound Interface from AR (Summary and Detail)	Extracts AR transactions such as credit memo adjustments, write-offs, and refunds from FI$Cal to load into their external systems.
Outbound	AR	INFAR011	Customer ID Extract	Extracts customer info from FI$Cal to verify customer info maintained in external system(s) matches.
Inbound	AR	INFAR018	Inbound Customer Receipts Interface	Create deposits and customer payments by importing receipt information into FI$Cal. Types of transactions processed by Interface include; (1) receipts for outstanding receivables; and (2) miscellaneous receipts.

INFAR005 – Inbound Billable Charges and Invoice Adjustments Interface

- Interface allows billable charges from a Departmental system to be loaded into FI$Cal in order to generate invoices for customers
  - Customers must already exist in FI$Cal in order to generate invoices
- Interface allows the following types of invoice Transactions:
  - New invoices with positive amounts to be billed
  - New invoices with credit amounts to be included on the invoice
  - Adjustments invoices to send a new invoice with an adjustment amount
- Interface contains the following levels/types of information:
  - Billing Header – Information about the customer/overall invoices
  - Billing Line(s) – One or more individual charges which make up the invoice
  - Line Distributions – Accounting details (in either FI$Cal OR UCM) for each bill line
  - Billing Notes – Additional notes to be included on the invoice

INFAR006 – Inbound Interface for AR Items from External Systems

- Interface allows open receivables from a Departmental system to be loaded into FI$Cal for tracking and payment/receipts application purposes
  - Customers must already exist in FI$Cal in order to establish open receivables
- Interface contains the following levels/types of information:
  - Receivable Group(s) – One or more groups containing a set of receivables
  - Item (s) – One or more individual receivables in a group
  - Item Distributions – Accounting details (in either FI$Cal OR UCM) for each item line

INFAR007 – Outbound Interface from AR (Summary and Detail versions)

- Interface sends accounts receivables related information from FI$Cal to a Departmental system
- Interface is available in two versions:
  - Summary – Information is summarized at the individual item level
  - Detail – Activity for each individual item is included
- Interface contains the following levels/types of information:
  - Item and Customer IDs
  - Item Status (Open or Closed)
  - Item Accounting details

INFAR011 – Outbound Customer ID Extract Interface

- Interface sends customer related information from FI$Cal to a Departmental system
- Interface output can be used by departments to verify that the customer information maintained in their external system(s) matches the customer information that is within FI$Cal
- Interface contains the following types of information:
  - Customer ID and Name
  - Customer Address
  - Customer Contact information
  - Customer Direct Transfer Coding details

INFAR018 – Inbound Customer Receipts Interface

- Interface allows Departments to interface payment/receipt information from a Departmental system to be loaded into FI$Cal
- Receipts can be for outstanding receivables in FI$Cal or they can be recorded without a receivable (Direct Journal)
- Interface contains the following levels/types of information:
  - Deposit Control – One or more deposits containing a set of payments/receipts
  - Payment (s) – One or more individual payments that make up a deposit
  - Item Reference (s) – Open receivable information linked to a payment (optional)
  - Customer Reference (s) – Customer information linked to a payment (optional)
  - Distributions – Accounting details (in either FI$Cal OR UCM) for each Direct Journal payment

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Available GL/LD Interfaces

Direction	Module	Interface ID (RICEF)	Name	Description
Inbound	GL	INFGL091	Inbound Timesheet Interface	Provides the department legacy systems the ability to interface directly to the FI$Cal Labor Distribution Activity Sheet component. This information is automated and used to distribute an employee or employee group’s payroll costs.

INFGL091 – Inbound Timesheet Interface

- Interface allows Departments to add employee time sheet information from a Departmental system into FI$Cal
- Interface can be leveraged to distribute a Department's State payroll costs for each employee using captured time sheet information
- Interface contains the following types/levels of information:
  - File Header section to validate time sheet counts and hours in the file
  - Activity Sheet Header containing:
    - Either Employee ID OR Employee Group
    - Pay Period Year and Month
    - Pay Period Hours for the Month
  - Activity Sheet Line(s) containing:
    - Hours by Earning Type(s) (e.g. Regular, Vacation, Sick Leave, etc.)
    - Charge Defaults Indicator (Y or N flag)
    - Task ID (if applicable)
  - Activity Sheet Distribution Line containing:
    - FI$Cal or UCM ChartFields

Available PC Interfaces

Direction	Module	Interface ID (RICEF)	Name	Description
Inbound	PC	INFPC003	Inbound Project Transaction Interface	Loads project transaction information into FI$Cal from existing legacy systems for the purpose of tracking and monitoring.
Inbound	PC	INFPC004	Inbound Projects Interface	Loads project structure information into FI$Cal from existing legacy systems for the purpose of creating Project and Activity definitions.
Outbound	PC	INFPC010	Outbound Interface for Project Structure	Extracts a flat text file containing project-related information from FI$Cal to load into existing legacy systems.
Outbound	PC	INFPC011	Outbound Interface for Project Transactions	Extracts a flat text file containing project transactions data from FI$Cal to load into existing legacy systems.

INFPC003 – Inbound Project Transaction Interface

- Interface allows Departments to send any non-financial Project Costing transactions (i.e. the local share which is not a financial transaction that occurs in FI$Cal) to FI$Cal. For example, a State agency receives federal grants and passes on a portion of those funds to local entities; local entities match this grant money by putting in their own share as well. When expenses are incurred by local agencies, those expenses needs to be reported to the federal agency on the Federal Financial Report (FFR).
- These expenses can be uploaded as non-financial transactions to the project so the customized FFR displays these as part of recipient share of expenditures.
- Interface contains the following types of information:
  - Project and Activity ID
  - Analysis Type
  - Accounting details in FI$Cal ChartFields
  - Transaction description, quantity and amount details

INFPC004 – Inbound Projects Interface

- Interface allows Departments to setup projects, activities, and teams in FI$Cal from a Departmental system
- Interface has three layouts for the three main components of the Project structure:
    - Project template to setup the project definition
    - Activities template to setup 1 or more Project Activities for the Project
    - Teams template to setup 1 or more Project team members
- Project and Activities are required if this interface is used; Project Teams are optional
- **Note:** This interface only allows departments to create new project, activities, and teams. It cannot be used to maintain existing project information.

INFPC010 – Outbound Interface for Project Structure

- Interface sends projects related information from FI$Cal to a Departmental system
- Interface contains the following levels/types of information:
  - Project definition/header details, including Project ID, description, type and status
  - Project Activities and related details, including Activity ID, description and status
  - Project Teams and related details, including team member IDs, names, and start and end dates

INFPC011 – Outbound Interface for Project Transactions

- Interface sends project related transaction information from FI$Cal to a Departmental system
- Interface contains the following levels/types of information:
  - Project ID and Project header details
  - Analysis Types and category, sub-category details
  - Accounting related information (in FI$CAL COA and UCM)
  - Transaction details, such as Voucher ID, Vendor ID, and Purchase Order information
  - Transaction dates and amounts

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Available PO Interfaces

Direction	Module	Interface ID (RICEF)	Name
N/A	N/A	N/A	N/A

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Interface Inventory

Interface	Participation	Interface	Participation
INFAM003		INFAP006	
INFAM004		INFGL091	
INFAR005		INFPC003	
INFAR006		INFPC004	
INFAR007		INFPC010	
INFAR011		INFPC011	
INFAR018			

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Next Steps

- Draft interface inventory will be sent to department
- Department will validate and submit finalized interface inventory to Change Management Office (CMO)
- Using the interface layouts on the Department Liaison Network (DLN), department needs to have their interfaces ready for testing by Fall 2017 (Test Cycle #1)
- Three testing cycles: Test Cycle #1, Test Cycle #2, Test Cycle #3

Agenda

Interfaces

Conversions

Conversions

- A conversion is a one time migration of legacy data to FI$Cal
  - Automated conversion – Departments submit data via an Excel template and the file is staged, validated, and then loaded into FI$Cal
  - Manual conversion – Departments manually key data into FI$Cal; this is only recommended for low volumes of data

Available Conversions

Module	ID	Name	Description
AP	CNVAP004	Unreconciled Payments	Any outstanding AP check (Office Revolving Fund (ORF), General Cash, or Agency Revolving Fund) which has not been reconciled with the bank; claims and warrants are not included in this conversion. Only the payments which are paid but unreconciled with the bank at the time of conversion will be converted.
AP	CNVAP005	1099 Balances	1099 balance information for any supplier which has been paid by the department in the current calendar year for which a 1099-INT (Interest Income) or 1099-MISC (Miscellaneous Income) will need to be produced; balances should not include negative or zero balances.
AM	CNVAM001	Assets	All assets for the State of California which are in-service (not retired). Capital (equal and over $5K) and Non-Capital (under $5K) assets will be converted into the FI$Cal system and include all tangible and intangible assets used in State Government's operations. For more information see the State Administrative Manual (SAM) section 8600.

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Available Conversions

Module	ID	Name	Description
AR	CNVAR001	Customers	An entity which receives goods and/or services from a department and/or owes money to the State, such as corporations, individuals, employees, and other departments. Customers are required for open receivables and customer contracts that are part of the submitted conversion files (CNVAR002 & CNVPC003).
AR	CNVAR002	Open Receivables	Open/outstanding receivables for the department including Payroll AR; these are moneys that are owed to the department.
PC	CNVPC002A	Projects	Departments must convert open projects at the time of Go-Live; projects are unique endeavors which usually include a defined beginning and end, named deliverables and defined budget/resources. If a department is receiving federal funds (fund 0890), they must use projects to account for those funds.
PC	CNVPC002B	Activities	Project activity (Work Phases/Tasks) associated with projects; project activities should only be submitted for project IDs that are part of the submitted conversion file (CNVPC002A). At least one activity is required per project in FI$Cal.

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Available Conversions

Module	ID	Name	Description
PC	CNVPC003	Customer Contracts	Any open Customer Contracts (e.g. reimbursement contracts, interagency billing agreements, grants, loan repayments, reimbursable billings) at the time of Go-Live. Contract data may include contract header, contract lines, distribution lines, projects & activities, milestones, bill plans, and revenue plans. At least one customer contract is required per grant in FI$Cal.
GM	CNVGM001	Grants	Any open, receivable grants; typically Federal (Fund 0890). A grant must be converted manually and requires an associated project, an activity, a customer, and a customer contract.
PO	CNVPO104	Procurement Contracts	An agreement with an individual or entity (e.g. supplier, grantee, finance/ leasing company) that the State will pay; this includes the transactional contract and the contract document, also referred to as supplier or supplier contracts. These contracts should only include remaining contract amounts (funds yet to be encumbered).
PO	CNVPO107	Open Purchase Orders	All open encumbrances at the time of departmental Go-Live within FI$Cal; as well as subcontractor information associated with any of the open encumbrances.

Conversions Inventory

ID	Participating	Volume	Automated vs. Manual	Data Source
CNVAP004				
CNVAP005				
CNVAM001				
CNVAR001				
CNVAR002				
CNVPC002A				
CNVPC002B				
CNVPC003				
CNVGM001			Manual Only	
CNVPO104				
CNVPO107				

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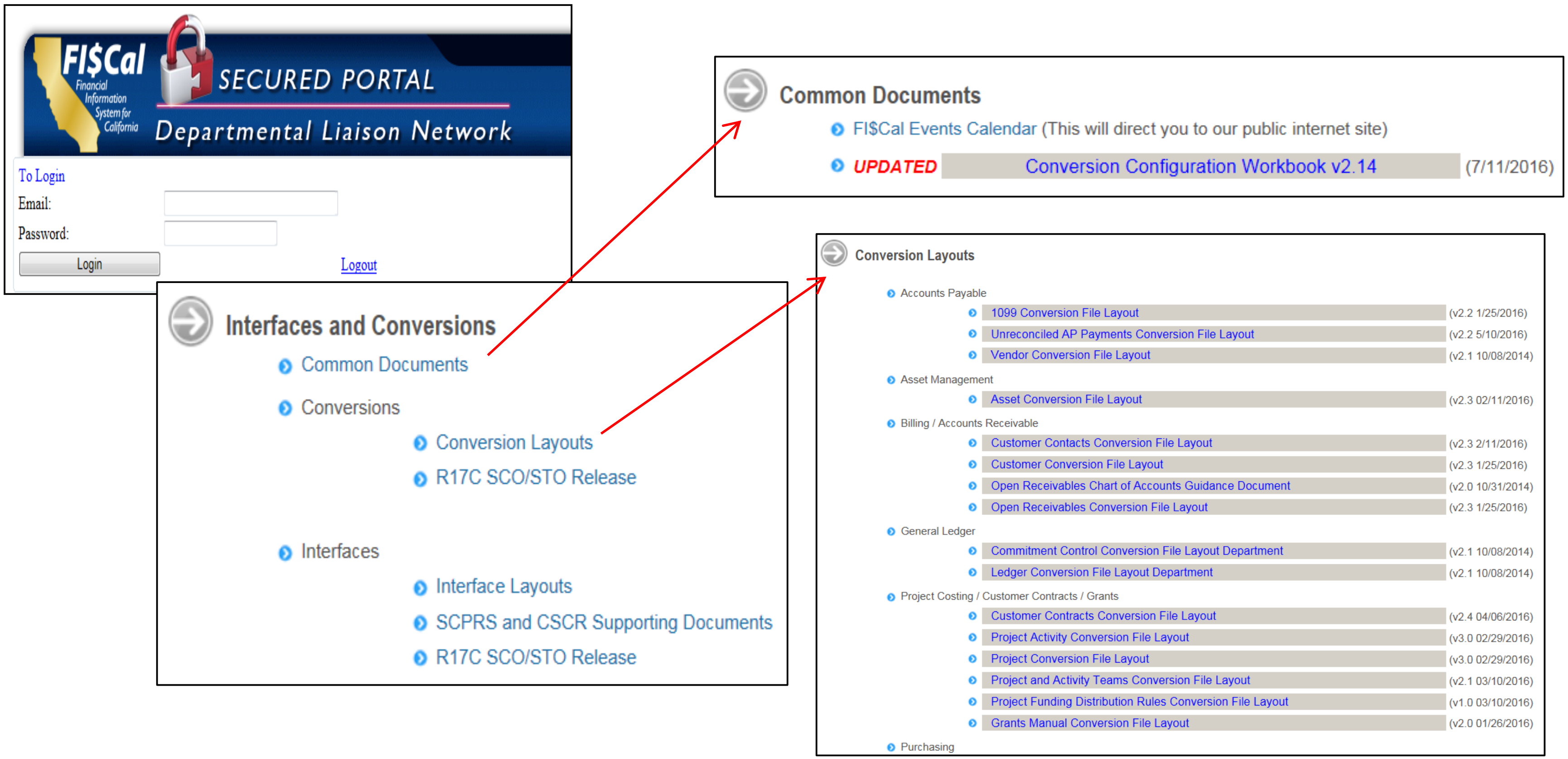
Next Steps

- Draft conversion inventory will be sent to department
- Department will validate and submit finalized conversion inventory to Change Management Office (CMO)
- Using the conversion layouts on the Department Liaison Network (DLN), department needs to have their conversion files ready for testing by Fall 2017 (Mock 1)
- Five testing cycles: Mock 1-3, Dry Run, and Dress Rehearsal

Layouts on Department Liaison Network (DLN)

- Latest Layouts and Configuration Workbook will always be available on the DLN Website (https://dln.fiscal.ca.gov/login.aspx)



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Additional Resources

- Kick-off Presentation
  - http://fiscal.ca.gov/documents/2017-18_FISCal_Solution_Kickoff_000.pdf
- Business Process Modeling
  - http://fiscal.ca.gov/wave_2_resources/businessProcessModeling.html
- Business Process Workshops
  - http://fiscal.ca.gov/release_2017-2018_resources/R17BPWs.html
- Solution Walkthroughs
  - http://fiscal.ca.gov/release_2017-2018_resources/R17SWTs.html

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Questions and Answers

FI$Cal Project Information:
http://www.fiscal.ca.gov/

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